

Certification Final for Debtor/Creditor Attorney

You have completed classroom training and are ready to apply your CM/ECF skills. Here is your opportunity to test what you have learned on the Certification Final. The Certification Final has VIII parts. Complete all VIII parts and then contact your classroom facilitator. The facilitator will review your case docket and email your results within 48 hours. If you have any questions, please contact your classroom facilitator.

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Resources you can use for certification final

Resource	URL Address
Document Event Directory	http://www.casb.uscourts.gov/PDF&Downloads/alpdire.pdf
ECF Training Database	https://ecf-train.casb.uscourts.gov/
CSD Forms	http://www.casb.uscourts.gov/html/latest_forms.htm
Open Simultaneous Window	http://www.casb.uscourts.gov/html/Using_the_Online_Manual/opensimulwindows.htm

Begin your Certification Final

Part I	Before you file
Part II	Document Events
Part III	Login to ECF training database
Part IV	Case Opening Bankruptcy and Adversary
Part V	File documents
Part VI	Verify ECF docket and Claims Register
Part VII	Contact Facilitator
Part VIII	Certification

Part I Before you file (use fillable court forms, where applicable.)	Prepare PDF files for <ul style="list-style-type: none">■ Chapter 13 voluntary petition (B1)■ Chapter 13 plan (use plan on diskette)■ Certificate of Credit Counseling (use certificate on diskette)■ Objection to confirmation to chapter 13 plan (CSD 1172)■ Amendment (CSD 1100)■ Notice to creditors (CSD 1101)■ Proof of claim (B10)■ Adversary cover sheet (B104)■ Adversary complaint (first page only)■ Proof of service (CSD 3010) Prepare TXT files for <ul style="list-style-type: none">■ Debtor's information (only for case upload process)■ Creditor list
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Part II Document Events	Use the Document Event Directory to look for the document events to file documents.
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Part III Login to ECF Training Database	Log into ECF's training database. ECF training login and password are on the diskette's label (provided in class.)
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Part IV Case Opening Bankruptcy and Adversary	Use the case opening procedure which best suits your office	
	For Open a BK Case procedure <i>(for complete or barebone cases)</i> <ul style="list-style-type: none"> ➤ Open a chapter 13 bankruptcy case which includes filing the chapter 13 voluntary petition. ➤ Upload creditor list ➤ Assign judge, trustee and 341 meeting ➤ File chapter 13 plan ➤ Credit counseling certificate(s) <i>(use certificate on diskette, filed by debtor)</i> <p>Write down case number. Case will be used for File Documents exercises.</p>	For Case Upload procedure <i>(for complete cases only)</i> <ul style="list-style-type: none"> ➤ Upload debtor information ➤ Upload chapter 13 voluntary petition ➤ Upload creditor list ➤ File chapter 13 plan ➤ File credit counseling certificate(s) <i>(see diskette for certificate)</i> <p>Write down case number. Case will be used for File Documents exercises.</p>
	For Adversary Case Opening <ul style="list-style-type: none"> ➤ Open an adversary case filing B104 adversary cover sheet and adversary (PDF can be one to two separate files.) <ul style="list-style-type: none"> ➤ Use bankruptcy case number previously opened for the associated bankruptcy case number. ➤ Note: Adversary summons is issued once case is opened. Save the summons (PDF file) to file the served summons. <p>Write down case number. Case will be used for File Documents exercises.</p>	

Part V File documents <i>(use filable court forms, where applicable.)</i>	File the bankruptcy documents below <ul style="list-style-type: none"> ➤ Objection to confirmation to chapter 13 plan (CSD 1172) <i>filed by creditor</i> ➤ Notice of hearing to objection to confirmation of chapter 13 plan (CSD 1173) <i>filed by creditor</i> ➤ Amendment adding new names and address (CSD 1100) <i>filed by debtor</i> ➤ Notice to creditors (CSD 1101) <i>filed by debtor</i> ➤ Proof of claim (B10) <i>filed by creditor</i> File the adversary documents below <ul style="list-style-type: none"> ➤ Served summons (PDF and proof of service, CSD 3010) <i>filed by plaintiff</i>
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Part VI Verify ECF docket	<p>ECF Case Docket</p> <ul style="list-style-type: none"> Access ECF Docket Report to review your filings by clicking on Query, enter your PACER login and password on login screen, enter your case number. Ensure that filings coincide with ECF procedures. For example, linking, attaching, correct PDF's, etc. <p>Claims Register</p> <ul style="list-style-type: none"> Access the Claims Register report to review your filing by clicking on Reports and Claims Register. Enter your PACER login and password on login screen. Enter your case number. Ensure that the filing coincides with the ECF procedure.
Part VII Contact Facilitator	<p>Contact your ECF facilitator via email or phone letting them know that your Certification Final is complete. Facilitator will access the ECF docket and review your case docket and give you the results within 48 hours. If there are questions regarding your case docket entries, the facilitator will contact you for clarification. If no questions, you will receive an email with your "live" login and password.</p> <ul style="list-style-type: none"> Susana Estrada susana_estrada@casb.uscourts.gov 619-557-67776 Elaine Grover elaine_grover@casb.uscourts.gov 619-557-7405
Part VIII Certification	<p>Facilitator will contact you with Certification Final information, such as, live login and password for attorney, certificate for attorney staff.</p>